

CIVIL AND COMMERCIAL MEDIATION TRAINING COURSE

ASSESSMENTS

The method of assessment for this training course has been designed to test all the learning outcomes. Delegates must demonstrate successful achievement of these learning outcomes to pass the training course. Assessors are under an obligation to maintain the high standards expected for accreditation as a Civil and Commercial Mediator and must consider *how* delegates have achieved the expected learning outcomes.

Both forms of written and practical assessment must be passed in order to pass the full course:

Form of assessment: Observed Simulated Role Play

% weighting: 50%

Duration of assessment: minimum of one hour

Learning outcomes being assessed: please find attached the assessment form; delegates will be assessed on their ability to meet the Learning Outcomes.

Form of assessment: Completion of Portfolio

% weighting: 50%

Word limit of assessment: minimum of ??? words and maximum of ??? words

Learning outcomes being assessed:

- Knowledge and application of negotiation theory
- Knowledge and application of conflict theory
- Ability to reflect on personal development skills

Learning, Teaching and Assessment Strategy

We employ a variety of approaches. Throughout the course delivery, in addition to direct teaching, delegates will engage in practical mediation simulations (role play) with the guidance and support of the trainer for which they will receive detailed, targeted verbal feedback. All delegates will work collaboratively with others with a view to collectively exchanging information and sharing ideas to develop good practice. Practical activities presented to delegates during the course are aimed at preparing them for the mode of final assessment.

Preparation for assessment:

Skills and learning development throughout the course through formative assessment and subsequent feedback prepares participants for the final summative assessment. Delegates are encouraged to implement formative feedback when engaging in independent preparation for their final simulated mediation assessment. They will have had access to the assessment criteria on which they will be assessed and will approach the final assessment with personalised learning objectives. Delegates will have had the opportunity and time to plan and consider and refine their strategies.

The background information will be handed out at the end of day 4, and delegates will be informed which role play they are mediating and for which they are acting as parties.

Confidential instructions for parties, however, will not be handed out until 20 minutes before the commencement of each assessed role play, and such preparation will be supervised, in order to remove the possibility of collusion.

Assessment will be carried out by approved assessors who are independent of the training during the course.

Information for Assessors:

Assessors will complete typed, written feedback within 20 working days of the assessment date, and this will be sent electronically to the delegate. Full descriptive feedback and feedforward should be included and should aim for maximum development of the delegate. Criticism should always be constructive and areas of development should be identified. Feedback should be criteria focused and should clearly inform the delegate whether they have met each other assessment requirements. Clear indication of pass/fail should be noted and grading indicated.

Appealing assessment results:

A delegate may not appeal a result simply because they disagree with the result given. The specified grounds for appeal are as follows:

1. That the assessor has given insufficient weight to extenuating circumstances;
2. That the performance of the delegate has been adversely affected by extenuating circumstances which the delegate has, for good reason, been unable to make known to the assessor;
3. That there has been a material administrative error at the time of assessment, or that material irregularities have occurred;
4. That the assessment has not been conducted using the expressed assessment criteria.

If a delegate wishes to appeal, they must do so within 14 days of the date that results are communicated. Delegates may contact admin@emsolutions.uk at first instance for support and guidance.